Professional Development (MCPS Employees)

Employees must submit a LOA for Employees (K12-02 New Date: 03/2015) and will be paid upon completion of the terms of the LOA. Instructors will be paid as follows:

<table>
<thead>
<tr>
<th>Face-to-Face (in seat) ONLY Course</th>
<th>Hybrid Course (online and face-to-face)</th>
<th>Online Course (feedback and grading):</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number of Participants</strong></td>
<td><strong>Number of Participants Completing</strong></td>
<td><strong>Pay per PLC Point (includes online hours only)</strong></td>
</tr>
<tr>
<td>01-25</td>
<td>01-25</td>
<td>$25</td>
</tr>
<tr>
<td>26-50</td>
<td>26-50</td>
<td>$35</td>
</tr>
</tbody>
</table>

Pay per Professional Learning Catalog (PLC) Point (includes in-seat hours only)

- Pay includes: preparing, delivering, grading, and providing appropriate feedback on participants’ work and completion of all paperwork associated with the course outside of contract hours.
- Payment for services will be processed when all instructor requirements are completed and the True North Logic (TNL) Course Closure Verification Roster is submitted with the LOA to Finance.
- Any co-trained hybrid or in-seat, face-to-face course will be paid at $35 per PLC point for both instructors, regardless of number of participants. Both LOAs must be submitted together.
- An apprentice serving as a co-trainer for the purpose of learning to teach the course will register for the course and be paid as a participant per the Training Salary Schedule section below.

Course Development/Professional Development Project/Parent Involvement Training:

The fee for creation and/or design of an original course, work on necessary documents, skills, strategies, etc. to implement professional development in order to meet district, state and/or federal goals and requirements, outside of contract hours, is as follows:

1. $25 per number of hours worked for original course development (must attach timesheet [eFIN05]). All courses created for MCPS become the sole property of MCPS and cannot be sold or distributed by the creator. This type of work is governed by the Executive Director or Director under whom the training falls.
2. $25 per hour for projects developing necessary documents, skills, strategies, etc. to implement professional development (must attach timesheet [eFIN05]). Schools MAY NOT pay individuals this amount for working on special projects.
3. $25 per hour for Parent Involvement training (must attach timesheet [eFIN05]).

Course Content Review:

The following fee will be paid for reviewing the content of a course in order to meet district, state and/or federal goals and requirements:

- $25 per hour if review services are completed outside of contract hours (must attach timesheet [eFIN05]). Maximum number of hours allowed for review is equal to one half the number of PLC points that the original course is worth (ex: $25 x 12 point course = $300 ÷ 2 = $150), exceptions may be approved by the Executive Director or Director of the funding administrator.

Training Salary Schedule:

Postings for all trainings offered by the District will indicate the credit given for the training. All in-seat, face-to-face trainings outside of the work day pay as follows:

<table>
<thead>
<tr>
<th>Instructional Personnel</th>
<th>Paraprofessionals</th>
</tr>
</thead>
<tbody>
<tr>
<td>$25 per in-seat, face-to-face hour</td>
<td>$15 per in-seat, face-to-face hour</td>
</tr>
</tbody>
</table>

Once all participants complete the course requirements, the district or site-based administrator will submit the course roster to the PLC Data Clerk. The PLC Data Clerk will submit the stipend roster to Finance to be paid for all full-time MCPS personnel (contracted staff and charter school staff are not eligible).

Board Approved: 03/12/2019; 05/26/2020

~An Equal Opportunity School District~